I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES
   ** A. Regular Meeting of February 3, 2010

IV. PUBLIC HEARING
   ** A. Presentation of the Cerritos College Faculty Federation’s (CCFF) and Cerritos Community College District’s Joint Proposal for Negotiation of the Cerritos College Faculty Federation (AFT Local 6215) – District Collective Bargaining Agreement for the Period July 1, 2009 – June 30, 2010 Submitted for Official Receipt and Public Hearing

V. INSTITUTIONAL PRESENTATIONS
   A. International Students Presentation
   B. Recognition of Classified Employee of the Month
   C. Budget Update

VI. PUBLIC PRESENTATIONS
The Cerritos College Board of Trustees welcomes public comment on issues within the jurisdiction of the College. Comments should be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that college personnel and processes are available for further communication.

VII. APPROVAL AND/OR RATIFICATION OF CONSENT AGENDA ITEMS
   ** A. Acceptance of Grant for Bridge Program to Teacher TRAC
   ** B. Extension of an Agreement with El Camino College to be a Subgrantee
   ** C. Notice of Completion for Bid 0809-13, Campus Wide Parking Lot Renovation
   ** D. Bid #0910-07, Ramps at Social Science Building and Football Stadium
   ** E. Quarterly Fiscal Status Report for the Quarter Ending December 31, 2009
   ** F. Budget Extensions and Budget Transfers
   ** G. Contracts:

   Services
   RENEWAL
1. BOA Architecture
   ADA Transition Services
   Facilities
2. Integrated Design Services, Inc. 
   Structural Engineering Services 
   Facilities 

** H. Resignation Accepted by the President 
** I. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as 
   needed for the 2009-2010 Academic Year 
** J. Employment of Classified, Short-Term, Substitute, and/or Student Hourly 
   Personnel 

VIII. ADMINISTRATIVE MATTERS 
** A. Information Item: Coordinating Committee Minutes (January 25, 2010 and 
   February 1, 2010) 
** B. Information Item: Associated Students Cerritos College (ASCC) Financial 
   Report for the Period Ending December 31, 2009 
C. Presentation: Educational Master Plan 
** D. Consideration of Approval of Educational Master Plan 

IX. REPORTS 
A. Board of Trustees 
B. Faculty and Staff Leadership 
C. President/Superintendent and Vice Presidents 

X. CLOSED SESSION 
A. Public Employee Discipline/Dismissal/Release (GC# 54957) 
B. Conference with Labor Negotiators (GC #54957.6) 
   1. Agency Representatives: Victor Collins and Steve Andelson 
   2. Employee Organizations: 
      a. Cerritos College Faculty Federation (CCFF) 
      b. California School Employees Association (CSEA) 
   3. Unrepresented Employees: 
      a. Management Employees 
      b. Contract Management Employees 
      c. Confidential Employees 

XI. RECONVENE 

XII. ADJOURNMENT 

XIII. NEXT SPECIAL MEETING: FEBRUARY 19, 2010 AT 1:00 P.M. 

XIV. NEXT REGULAR MEETING: MARCH 3, 2010 AT 6:00 P.M. 

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY 
Any individual with a disability, who requires reasonable accommodation to participate in a 
Board meeting, may request assistance by contacting the: 
President's Office - 11110 Alondra Boulevard - Norwalk, California 90650 
(562) 860-2451, Extension 2204 - (562) 860-1104 – FAX 
Copies of the agenda materials are available in the President's Office
The meeting was called to order at 6:02 p.m. by Dr. Bob Hughlett, Board President. Those present were Mr. Bob Arthur, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Epple, Dr. Bob Hughlett, Mr. Tom Jackson, Dr. Shin Liu, and Mr. Felipe Grimaldo, Student Trustee. Others present were the President of the College, Vice President of Academic Affairs, Vice President of Student Services, Faculty Senate President and CSEA President.

The flag salute was led by Mr. Grimaldo.

It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve the minutes of the regular meeting of January 20, 2010. The vote for approval was unanimous (student advisory vote: aye).

Dr. Lacy presented Juan Carrillo, Veronica Castro, Adriana Leguizamon and Jamie Quiroz with the Employee of the Month Team Award for their efforts in creating the “Financial Aid News Flash” newsletter.

Mr. Farmer shared a spreadsheet of enrollment comparisons by year. He provided an overview of the FTES funded targets from 2005 to present. He stated that the funded target for the 2009-10 fiscal year was reduced after planning had occurred and as a result the college was over the target. He explained that staff is working to stabilize enrollment in the 2010-11 fiscal year.

Carl Bengston, Dean of the Library and Learning Resource Center, gave a presentation on distance education (DE) at Cerritos College. He discussed the DE landscape and Title 5 requirements. He presented data on DE FTES and growth. Mr. Bengston compared success rates and retention rates in DE courses to all courses and concluded by discussing the future of DE at Cerritos College. Mr. Jackson inquired whether or not the college offers online tutoring. Mr. Bengston replied that the college is currently exploring different options such as outsourcing or setting up an in-house system to provide tutoring. Mr. Jackson also inquired if the college has a strong academic advisement program. Dr. Johnson replied that the college has robust online counseling and orientation programs.

There were no public presentations.

It was moved by Mr. Arthur and seconded by Mr. Epple to approve the consent agenda. The vote for approval and/or ratification of the following items was unanimous (student advisory vote: aye):

A. Stipends for the Enrollment Growth and Retention for Registered Nursing Programs Grant Spring 2010, as attached.

B. Fee Augmentations to Improve the Quality and Quantity of Services to Students, as attached.
C. Budget Extensions and Budget Transfers, as attached.

D. Contracts:

Lease
NEW
1. Follett Higher Education Group
   College Bookstore
   Business Services
   For operation of the Cerritos College Bookstore. This ratification will
   result in a higher commission rate, a higher guaranteed annual
   income, and approximately $179,000 in store upgrades. For period
   February 1, 2010 to January 31, 2015. The District will receive the
   following commission: 10% of all Gross Revenue up to $5,000,000,
   11% of any part of Gross Revenue over $5,000,000 plus a guaranteed
   annual income of $350,000.

E. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2009-2010 Academic Year, as attached.

F. Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

VII. ADMINISTRATIVE MATTERS
A. As information, the Board book contained College Coordinating Committee Minutes for December 7, 2009.

VIII. REPORTS
A. Board of Trustees
   Mr. Grimaldo indicated that Club Information Day took place on January 28 and added that many students came to learn how they can get involved on campus.

   Dr. Edmiston stated that he attended LACSTA’s Winter Dinner Meeting on January 25 that featured leading green technology and service providers. He added that the meeting was very informative.

   Mr. Jackson indicated that he also attended the LACSTA meeting and encouraged members of the Board to attend LACSTA events. Mr. Jackson indicated that he attended the CCLC Annual Legislative Conference and that the conference attendance was much lower than in previous years. He had an opportunity to meet with Senator Alan Lowenthal and Assemblymembers Warren Furutani, Tony Mendoza and Marty Block. He indicated that Assemblyman Block will be introducing legislation to allow community colleges to begin offering bachelor’s degrees and he added that Assemblyman Block has been communicating with Todd Leutheuser to hear how Cerritos College is partnering with Northwood University to offer bachelor’s degrees.

   Dr. Liu stated that she enjoyed meeting with a group of individuals from Banciao (Taiwan). ‘She explained that Banciao is Cerritos’ sister city and the group came to visit.

   Dr. Hughlett indicated that he attended the Southland Motor Car Dealers Association Dinner with Dr. Lacy on January 20. He stated that the association members hold Cerritos College in high esteem for their collaborative efforts with SMCDA.
B. Faculty and Staff Leadership
Ms. Moore invited the Board to attend the Academic Excellence Awards on Tuesday, March 16 at 7:00 p.m.

Ms. Laughon stated that she met with Dr. Lacy on January 29 and added that CSEA appreciates the open line of communication with the President.

C. President/Superintendent and Vice Presidents
Dr. Johnson stated that an emergency evacuation drill will be held on Thursday, February 25 at 11:00 a.m. He distributed the latest edition of the Financial Aid Newsflash as well as a Re-Entry Resource Program publication. Dr. Johnson commented that while Disabled Students Programs & Services is facing severe budget cuts, there are a number of comprehensive programs and services that need to be carried out. He stated that a presentation regarding DSPS will be made at the April 21 Board meeting.

Mr. Farmer shared that the Educational Master Plan will be presented for the Board’s consideration at the February 17 Board meeting. He stated that the Accreditation Follow-Up Report will be presented to the Board at the March 3 Board Meeting.

Dr. Lacy stated that she and Dr. Liu attended a very interesting State of the City Luncheon in Lakewood. She concluded that she enjoyed the Facilities/Purchasing/Warehouse Groundbreaking luncheon held earlier in the afternoon. She stated that it is going to be a beautiful building.

IX. CLOSED SESSION
The Board adjourned to closed session at 7:35 p.m.

X. RECONVENE
The Board reconvened at 7:46 p.m.

Read Out
Dr. Hughlett reported that in closed session the Board of Trustees approved the employment of Mr. David El Fattal as Vice President of Business Services on Step 3 of the contract management salary schedule, effective March 1, 2010. The vote for approval was unanimous.

XI. ADJOURNMENT
The meeting was adjourned at 7:47 p.m.

XII. NEXT REGULAR MEETING
The next regular meeting of the Board of Trustees is scheduled for Wednesday, February 17, 2010 at 6:00 p.m.

XIII. NEXT SPECIAL MEETING
The next special meeting of the Board of Trustees is scheduled for Wednesday, February 19, 2010 at 1:00 p.m.

________________________________________________________________________

Dr. Bob Hughlett, Board President

________________________________________________________________________

Bob Arthur, Board Secretary

3
CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY: Victor Collins, Interim Director of Human Resources
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources
DATE: February 17, 2010
SUBJECT: Presentation of the Cerritos College Faculty Federation’s (CCFF) and the Cerritos Community College District’s Joint Proposal for Negotiation of the Cerritos College Faculty Federation (AFT Local 6215) – District Collective Bargaining Agreement for the Period July 1, 2009 – June 30, 2010 Submitted for Official Receipt and Public Hearing

RECOMMENDATION

It is recommended that:

1. The attached joint proposal from the Cerritos College Faculty Federation (CCFF), AFT Local 6215, and the Cerritos Community College District, be acknowledged for official receipt and presented for public notice/hearing pursuant to the provisions of State Government Code Section 3547.

2. The President of the Board of Trustees open the public hearing for comment. Following any comments from the public, the President of the Board of Trustees shall close the hearing.

OVERVIEW

The current collective bargaining agreement between the CCFF and the District is in effect for the period July 1, 2009 through June 30, 2012. Article 10 of that Agreement stipulates that the attached topics of mandatory negotiations for 2009-2010 be negotiated by the parties.

ANALYSIS

The current CCFF-District Collective Bargaining Agreement for the period July 1, 2009 through June 30, 2012 established reopener provisions for each year of the term of the agreement. The attached joint proposal for negotiations includes the agreed reopener provisions for the period July 1, 2009 through June 30, 2010.

FINANCIAL IMPLICATIONS

Financial implications are contingent on the results of negotiations.

Attachment
Cerritos College
MEMORANDUM

TO: Dr. Linda L. Lacy, President/Superintendent

FROM: Mr. Victor Collins, Interim Director of Human Resources, and
Dr. Ted Stolze, Cerritos College Faculty Federation President

DATE: February 8, 2010

SUBJECT: Cerritos College Faculty Federation’s (CCFF) and Cerritos Community
College District’s Joint Proposal for Negotiation of the Cerritos College
Faculty Federation (AFT Local 6215) – District Collective Bargaining
Agreement for the Period July 1, 2009 – June 30, 2010 Submitted for Official
Receipt and Public Hearing

The following is the Cerritos College Faculty Federation (CCFF) and the Cerritos Community
College District’s initial joint proposal for negotiation of the CCFF-(AFT Local 6215) – District Collective Bargaining
Agreement for the period July 1, 2009 – June 30, 2010. This joint proposal
is based upon the mutual agreement of the parties in addressing a number of topics during
2009-2010 collective bargaining. The topics scheduled for negotiations during 2009-2010 are
addressed in Article 10 of the current agreement.

The District and the CCFF propose to maintain all provisions of the existing bargaining
agreement except for amendments to existing Articles and additions as follows:

1. Transfer of mutually agreed topics from current Faculty Handbook following negotiation
   based upon the recommendations of a jointed District/CCFF committee. The
   composition of the committee would be two representatives from each party and the
   mediator as chair. Committee recommendations shall be submitted to the District and
   CCFF negotiations teams for review and drafting of contract language.

2. Temporary Part-Time Faculty Reemployment/Assignment

3. Grievance Procedures – including arbitration

4. Faculty Assignment as related to evaluation

5. Union rights – committee representation

6. Personnel files
RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the WIA/ARRA (Workforce Investment Act/American Recovery and Reinvestment Act) Careers in Child Development/Management Grant from the Southeast Los Angeles County (SELACO) Workforce Investment Board in the amount of $16,602.

OVERVIEW

This grant is part of a partnership between SELACO, Cerritos College, South Bay Center for Community Development, California State University, Long Beach, Think Together and the Packard Foundation. The collaboration consists of replicating the Urban Teacher Fellowship program, where at risk youth are recruited and undergo intensive remedial services and an afterschool program certificate prior to entering the Teacher Trac Program at Cerritos College. This grant will provide the remedial services and orientation to a cohort of 30 students who then will enter the Teacher Trac program. The Packard Foundation is providing $125,000 to support the delivery of the Teacher Trac program as a learning community for these students.

ANALYSIS

The Cerritos College Pathway Programs Department will use this grant to provide the following services to a group of 30 at risk youth interested in pursuing a career in education: assessment testing in English, Math and Reading, Bridge Program (remedial English/Math/Reading to prepare students to meet the requirements of the Teacher Trac program), afterschool program certificate and a success coach to work with students.

FINANCIAL IMPLICATIONS

Cerritos College is receiving $16,602 to provide the above described activities. The cost will be paid by the grant. No general funds will be used.
TO: Board of Trustees
FROM: Dr. Linda Lacy, President/Superintendent
REVIEWED BY: William Farmer, Vice President Academic Affairs
PREPARED BY: Nick Kremer, Executive Dean, Community, Industry and Technology Education
Maggie Cordero, Director of Pathway Programs
DATE: February 17, 2010
SUBJECT: CONSIDERATION OF APPROVAL FOR THE EXTENSION OF AN AGREEMENT WITH EL CAMINO COLLEGE TO BE A SUBGRANTEE

RECOMMENDATION

It is recommended that the Board of Trustees approve the extension of an agreement with El Camino College to be a subgrantee as part of the Chancellor’s Office SB 70 Career Technical Education Community Collaborative Grant. This extends the performance period through March 31, 2010.

OVERVIEW

El Camino College and Cerritos College applied for and received the Chancellor’s Office SB 70 Career Technical Education Community Collaborative Grant for $115,000 wherein El Camino College is the fiscal agent. In order for Cerritos College to provide career exploration development for 7th and 8th graders, further develop and strengthen the high school to college career technical education programs within the campus, provide teacher and faculty externships in business and labor and CTE professional development.

ANALYSIS

Extending the time period of the agreement allows for completion of the planned activities.

FINANCIAL IMPLICATIONS

No additional funds are involved.
RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for Allied Paving Company for the Campus Wide Parking Lot Renovation project at Cerritos Community College District as presented.

OVERVIEW

The District issued a contract to Allied Paving Company on July 16, 2009. As required by Public Contract Code, the District must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS

This project was completed on January 28, 2010. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

FINANCIAL IMPLICATIONS

The total contract amount was $1,702,207.00..
NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVE, pursuant to the provisions of Section §3093 of the Civil code of the State of California, that the CERRITOS COMMUNITY COLLEGE DISTRICT, of Los Angeles County, as owner of the property known as Cerritos Community College, located at 11110 Alondra Boulevard, Norwalk, California, caused improvements to be made to the property to wit: Campus Wide Parking Lot Renovation, Bid #0809-13 contract for the doing of which was heretofore entered into on the 16th day of July, 2009 which contract was made with Allied Paving Company, contract number #C09-1007, as contractor; that said improvements were completed on the 28th day of January, 2010, and accepted by formal action of the governing board of said DISTRICT on the 17th day of February, 2010; that title to said property is vested in the CERRITOS COMMUNITY COLLEGE DISTRICT of Los Angeles County, California; that the surety for the above named contractor is International Fidelity Insurance Company.

I certify or declare under penalty of perjury that the foregoing is true and correct.

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA

By: __________________________________________
   President of Business Services

Date: __________________________________________

Place of Execution: __Norwalk, California________
RECOMMENDATION

It is recommended that the Board of Trustees approve to award the bid #0910-07, Ramps at Social Science Building and Football Stadium to EMAE International, Inc. as the lowest overall responsive and responsible bidder. Board approval is contingent upon there being no bid protests during the applicable protest time period. Board approval is also contingent upon contractor providing acceptable insurance and bonding.

OVERVIEW

The Purchasing Department advertised the project on December 15 and December 22, 2009. The bid due date was on January 26, 2010.

The work will include: removal of existing concrete ramps at Social Science Building and Football Stadium, removal of existing asphalt pavement, concrete pavement, guardrails and railings, and relocation of existing light pole, installation of new guardrails, railings, new concrete ramp, asphalt concrete pavement and concrete cement pavement.

ANALYSIS

On January 26, 2010, thirteen bids were received. The lowest bid was withdrawn due to an error was made in the computation of the bid. The second low bid was rejected as being nonresponsive for failure to include a bid bond in the bid proposal. A summary of the bids recap is attached.

The recommended award was predicated on the lowest overall responsive and responsible bidder as stipulated in the bid.

FINANCIAL IMPLICATIONS

The amount of the lowest responsive and responsible bid is $135,000.00. Funding for this project will come from the GO Bond.
### Bid Recap #0910-07, Ramps at Social Science Building & Football Stadium

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<th>Contractor</th>
<th>Base Bid</th>
<th>Allowance</th>
<th>Total Base Bid</th>
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CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: February 17, 2010
SUBJECT: Consideration of Approval of Quarterly Fiscal Status Report for the Quarter Ending December 31, 2009

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Quarterly Report (CCFS-311Q) as of December 31, 2009.

OVERVIEW

Title 5 of the California Code of Regulations (CCR), Section 58310, requires California Community College Districts to report quarterly on their financial condition and to indicate any material events that occurred during the quarter.

ANALYSIS

In compliance with the above regulation, the District has completed form CCFS-311Q from the State Chancellor’s Office (please see Attachment #1). The Board of Trustees must review and approve this form at a regular meeting.

Section I compares Unrestricted General Fund Revenue, Expenditure and Fund Balance three prior years with the current actual year. It allows analysis by the Chancellor’s Office of fluctuations in revenue, expenditures and fund balance.

Section II compares three prior years with the current year for Annualized Attendance Full Time Equivalent Student (FTES).

Section III Total General Fund Cash Balance (Unrestricted and Restricted) indicates actual cash flow for the same period of years pinpointed to specific quarters. This information, when compared to actual quarterly income, can be useful in predicting possible cash flow problems.

Section IV compares unrestricted actual income and expenditures year-to-date for the quarter ending 12/31/09 to budget. This helps to gauge the reality of budgeted income and expenditures to what is actually occurring. It also tells the Chancellor’s Office if the revenues being received are occurring at the same levels as expenditures are occurring. The same section provides the Chancellor’s Office with information relative to the status of negotiations and any extraordinary events that could affect the fiscal stability of the district.
Section V reflects any salary increases granted to the classified, confidential, academic and management groups.

Section VI reflects the issuance of any Tax and Revenue Anticipation Notes (TRANS), Certificates of Participation (COPS) or General Obligation Bonds (GO Bonds).

Section VII discloses any fiscal problems that the District must address in the current year and the following year.

A graph accompanies the Quarterly Report. The graph shows “required contingency” versus “actual general fund cash balance” (please see Attachment #2).

**FINANCIAL IMPLICATIONS:**

As presented above.

Attachments
TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: February 17, 2010
SUBJECT: Consideration of Approval to Make Budget Extensions and Budget Transfers

RECOMMENDATION

It is recommended that the Board of Trustees approve the budget extensions and budget transfers as presented.

OVERVIEW

Budget transfers and budget extensions are routinely processed to facilitate modifications to the adopted budget. These modifications are necessary to provide for unanticipated expenditure and revenue changes.

ANALYSIS

Page 1 is the budget transfers between major account classifications for the Restricted General Fund. These transfers are self-balancing and have no effect on the ending balance.

Page 2 is the Unrestricted General Fund contingency transfers totaling $28,795.

Pages 3 and 4 are the budget extension summaries that reflect the adjusted revenue budgets of $250,118 from Federal, State and Local funding with the corresponding proposed expenditure. There are additional budget adjustments of $810,496 to adjust budget for VTEA Tech Prep, to set up carry over funds for Nursing Contract Education and to set up budget for Prekindergarten & Family Literacy Program.

FINANCIAL IMPLICATIONS

The budget extension summaries reflect the adjusted revenue budgets of $250,118 from Federal, State and Local funding with the corresponding proposed expenditure. There are additional budget adjustments of $810,496 to adjust budget for VTEA Tech Prep, to set up carry over funds for Nursing Contract Education and to set up budget for Prekindergarten & Family Literacy Program.

Attachment
### BUDGET TRANSFERS FOR FEBRUARY 17, 2010

#### 01.3 FUND-GENERAL FUND-RESTRICTED

#### FROM

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**TOTAL** $ (1,200)

#### TO

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<td>OTHER OUTGO</td>
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**TOTAL** $ 1,200

**Transfers:** Between object codes

**Self Balancing:** No effect on ending balance

**Number of Transfer Requests:** One (1)

**Divisions/Departments/Programs:**

Teacher Prep Pipeline #3
### BUDGET TRANSFERS FOR FEBRUARY 17, 2010

#### 01.0 FUND-CONTINGENCY TRANSFERS

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</tr>
<tr>
<td>OTHER CONTRACT EXPENSES AND SERVICES</td>
<td>$ 28,795</td>
</tr>
<tr>
<td>CAPITAL OUTLAY</td>
<td>$</td>
</tr>
<tr>
<td>CONTINGENCY</td>
<td>$</td>
</tr>
<tr>
<td>OTHER OUTGO</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$ 28,795</td>
</tr>
</tbody>
</table>

**Transfers:** To transfers funds from contingency to augment accounts in Facilities due to rate driven increases in expenses for bus services and rents and leases.

**Number of Transfer Requests:** One (1)

**Divisions/Departments/Programs:**
Physical Plant
Revenue

00000.0-00100-02570-8890-1956000 (01.0 Fund) $ 1,751
Local-Science, Engineering, and Math
To cover necessary replacement equipment

00000.0-00007-70300-8170-0000000 (01.3 Fund) (8,898)
Fed-VTEA Technology Prep
To adjust revenue budget of VTEA Tech Prep in 2009-10

00000.0-00000-73446-8620-0000000 (01.3 Fund) 114,054
State-CA High Sch Exit Exam Prep #3 (CAHSEE#3)
Funds available are being dispersed into accounts for expenditure

00000.0-00000-77200-8629-0000000 (01.3 Fund) (1,063)
State-Teleconference Center
To close budget. Carry over funds already spent in 2008-09

00000.0-VARIOUS-70770-8620-0000000 (01.3 Fund) 182,717
State-DOEd: Prekindergarten & Family Literacy Program (PKFLP/CPKF)
Transfer to reflect contracts for PKFL/CSPP FOR 09-10 fiscal year.

00000.0-00000-72560-8872-6810000 (39.0 Fund) 41,811
Local-PE Summer Swim
To set up budget of PE Summer Swim

00000.0-00800-77500-8830-0000000 (39.0 Fund) 800
Local-Nursing Contract Education
Establish budget lines for contract activities

00000.0-00007-71400-8800-0000000 (39.0 Fund) (247,195)
Local-LA Co Head Start
To close revenue budget. Funds in ending balance
APPROPRIATION TRANSFER ANALYSIS FOR FEBRUARY 17, 2010

Revenue

00000.0-00007-71440-8800-0000000 (39.0 Fund) $ (84,029)
Local-Kaiser Perm Hospital LVN to RN
To close revenue budget. Funds in ending balance

00000.0-00007-77500-8800-0000000 (39.0 Fund) (250,066)
Local-Nursing Contract Education
To close revenue budget. Funds in ending balance

Total Additions (Reductions) of Revenue Budgets: $ (250,118)

Expenditure

00000.0-VARIOUS-70770-VARIOUS-VARIOUS (01.3 Fund) $ 177,501
DOEd: Prekindergarten & Family Literacy Program (PKELP/CPKF)

00000.0-00006-70300-5810-0900000 (01.3 Fund) (9,347)
VETA Technology Prep
To adjust budget of VTEA Tech Prep in 2009-10

00000.0-XXXXX-77500-4590-7010000 (39.0 Fund) 642,342
Nursing Contract Education
To set up carry over funds for Nursing contract Education

Total Additions (Reductions) of Expenditure Budgets: $ 810,496
TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: February 17, 2010
SUBJECT: CONSIDERATION OF APPROVAL OF CONTRACTS

RECOMMENDATION
It is recommended that the Board of Trustees approve the contracts submitted below.

OVERVIEW
The District annually contracts with various individuals, commercial firms and other governmental agencies for purposes of procuring or providing a variety of services.

ANALYSIS

SERVICES – RENEWAL

1. BOA ARCHITECTURE
   ADA TRANSITION SERVICES
   Requested by: Robert Riffle, Director of Physical Plant

   **Purpose**: To amend the agreement with BOA Architecture to provide on-going ADA Transition Services as needed for the various projects on campus. Services shall include (a) transition plan implementation oversight; (b) attendance at any DSA or Chancellor's Office meetings as requested by the College; (c) provision other ADA support services for the College as needed.

   **Period**: The period will be through June 30, 2015.

   **Financial Implications**: The cost to the District shall be based on BOA Architecture’s hourly rates (plus reimbursements). Funding will come from the G.O. Bond.

2. INTEGRATED DESIGN SERVICES, INC.
   STRUCTURAL ENGINEERING SERVICES
   Requested by: Robert Riffle, Director of Physical Plant

   **Purpose**: To amend the agreement with Integrated Design Services, Inc. to provide structural engineering services as needed for the various projects on campus. Services shall include (a) rapid assessments of various projects in order to evaluate the feasibility of applying for state capital outlay funds; (b) attend Chancellor’s Office meetings as requested by the College; (c) provide other support services for the College as needed.

   **Period**: The renewal period will be through June 30, 2015

   **Financial Implications**: The cost to the District shall be based on Integrated Design Services, Inc. hourly rates (plus reimbursements). Funding will come from the G.O. Bond.
TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY: Victor Collins, Interim Director of Human Resources
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources
DATE: February 17, 2010
SUBJECT: Consideration of Ratification of Resignation Accepted by the President – Ms. Donna L. Miller, Associate Professor, Speech (Liberal Arts Division)

RECOMMENDATION

It is recommended that the Board of Trustees ratify the President’s acceptance of Ms. Donna L. Miller’s resignation from employment due to retirement effective May 21, 2010.

OVERVIEW

Ms. Donna L. Miller, Associate Professor, Speech (Liberal Arts Division), has submitted a resignation from employment due to retirement.

ANALYSIS

Ms. Donna L. Miller provided notice of her resignation effective May 21, 2010. Human Resources received the resignation, and notified the President’s Office. The President has provided Ms. Miller written notification of acceptance of her resignation from employment due to retirement.

FINANCIAL IMPLICATIONS

No financial impact.
RECOMMENDATION

It is recommended that the Board of Trustees approve and/or ratify the employment of temporary and/or substitute hourly faculty personnel as needed for the 2009-2010 academic year, as presented on the attached list.

OVERVIEW

The attached list of temporary and/or substitute hourly faculty personnel is submitted for approval of employment.

ANALYSIS

Human Resources has received and completed the processing of Employment Request forms for the employment of temporary and/or substitute hourly faculty personnel as indicated on the attached list.

All requirements for employment processing have been completed, and Human Resources cleared the individuals for employment.

FINANCIAL IMPLICATIONS

No additional financial impact. This is budgeted in General Fund.

Attachment
## FACULTY HOURLY - BUSINESS EDUCATION

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malan</td>
<td>Mark Real Estate</td>
<td></td>
<td>A4</td>
<td>60.33</td>
</tr>
<tr>
<td>Snyder</td>
<td>Mary Court Reporting</td>
<td></td>
<td>A3</td>
<td>54.60</td>
</tr>
</tbody>
</table>

## FACULTY HOURLY - FINE ARTS & COMMUNICATIONS

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Sheree Art &amp; Design</td>
<td></td>
<td>B5</td>
<td>60.33</td>
</tr>
<tr>
<td>Miller</td>
<td>Janet Theatre Arts</td>
<td></td>
<td>A3</td>
<td>54.60</td>
</tr>
<tr>
<td>Williams</td>
<td>Bradford Theatre Arts</td>
<td></td>
<td>B5</td>
<td>60.33</td>
</tr>
</tbody>
</table>

## FACULTY HOURLY - HEALTH OCCUPATIONS

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gonzalez</td>
<td>Keri Clinical Nursing</td>
<td></td>
<td>B5</td>
<td>60.33</td>
</tr>
</tbody>
</table>

## FACULTY HOURLY - HUMANITIES/SOCIAL SCIENCES

**Reemployed**

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Salary</th>
<th>Placement</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandhu</td>
<td>Suprea Economics</td>
<td></td>
<td>B1</td>
<td>48.83</td>
</tr>
</tbody>
</table>
TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY: Victor Collins, Interim Director of Human Resources
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources
DATE: February 17, 2010
SUBJECT: Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel

RECOMMENDATION

It is recommended that the Board of Trustees approve and/or ratify the employment of classified, short-term, substitute, and/or student hourly personnel as presented on the attached list.

OVERVIEW

The attached list of classified, short-term, substitute, and/or student hourly personnel is submitted for approval and/or ratification of employment.

ANALYSIS

The Human Resources Office has received and completed the processing of Employment Request forms for the employment of classified, short-term, substitute, and/or student hourly personnel as indicated on the attached list.

All requirements for employment processing have been completed, and the Human Resources Office has cleared the individuals for employment.

FINANCIAL IMPLICATIONS

No additional financial impact. This is budgeted in the General Fund.

Attachment
EMPLOYMENT OF CLASSIFIED, SHORT-TERM, SUBSTITUTE, AND/OR STUDENT HOURLY PERSONNEL

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canjan, Fernando M. Garcia</td>
<td>Aide-General (Lab)</td>
<td>$8.00/hr</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Dirlam, Michael Gallardo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brooks, Jack</td>
<td>Aide-General (Laborer)</td>
<td>$8.00/hr</td>
<td>01/25/10</td>
</tr>
<tr>
<td>Childress, Jacqueline</td>
<td>Aide-Special (Counselor)</td>
<td>$8.00/hr</td>
<td>01/04/10</td>
</tr>
<tr>
<td>Hernandez, Gissel</td>
<td>Aide-Special (Special Ed.)</td>
<td>$8.00/hr</td>
<td>01/11/10</td>
</tr>
<tr>
<td>Gamage, Sayuri</td>
<td>Aide-Special (Tutor)</td>
<td>$8.00/hr</td>
<td>01/11/10</td>
</tr>
<tr>
<td>Jimenez, Marcos</td>
<td>Clerk</td>
<td>$8.64/hr</td>
<td>01/25/10</td>
</tr>
<tr>
<td>Mora, Anthony</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vega, Alejandro</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perry, Diesaray</td>
<td>Typist Clerk</td>
<td>$8.64/hr</td>
<td>01/22/10</td>
</tr>
<tr>
<td>Clark, Candis</td>
<td>Instructional Aide I</td>
<td>$9.56/hr</td>
<td>01/11/10</td>
</tr>
<tr>
<td>Joson, Joseph</td>
<td></td>
<td></td>
<td>01/25/10</td>
</tr>
<tr>
<td>Blush, Sylvia</td>
<td>Community Outreach Worker</td>
<td>$9.99/hr</td>
<td>01/25/10</td>
</tr>
<tr>
<td>Jovel, Abigail</td>
<td>Program Assistant I</td>
<td>$9.99/hr</td>
<td>01/25/10</td>
</tr>
<tr>
<td>Leon, Jose</td>
<td>Tutorial Technician</td>
<td>$9.99/hr</td>
<td>01/13/10</td>
</tr>
<tr>
<td>Cruz, Brian</td>
<td>Aquatics Specialist</td>
<td>$10.11/hr</td>
<td>01/11/10</td>
</tr>
<tr>
<td>Espinoza, Louie</td>
<td></td>
<td></td>
<td>01/04/10</td>
</tr>
<tr>
<td>Spradlin, Wendy</td>
<td></td>
<td></td>
<td>01/11/10</td>
</tr>
<tr>
<td>Flores, Ana</td>
<td>Secretary Clerk</td>
<td>$10.53/hr</td>
<td>01/11/10</td>
</tr>
<tr>
<td>Chahinian, Mary</td>
<td>Instructional Aide I</td>
<td>$9.56/hr</td>
<td>10/25/09</td>
</tr>
<tr>
<td>Echeverria, Maria Teresa</td>
<td></td>
<td></td>
<td>01/25/10</td>
</tr>
<tr>
<td>Figueira, Kristen</td>
<td></td>
<td></td>
<td>01/12/10</td>
</tr>
<tr>
<td>Hernandez, Eric</td>
<td></td>
<td></td>
<td>01/15/10</td>
</tr>
<tr>
<td>Kim, Edward Jaehyung</td>
<td></td>
<td></td>
<td>07/01/09</td>
</tr>
<tr>
<td>Magsadia, Mark</td>
<td></td>
<td></td>
<td>01/04/10</td>
</tr>
<tr>
<td>Martinez, Francine</td>
<td></td>
<td></td>
<td>01/11/10</td>
</tr>
<tr>
<td>Reynoso, Rosalie</td>
<td></td>
<td></td>
<td>01/10/10</td>
</tr>
<tr>
<td>Wright, Carrie</td>
<td></td>
<td></td>
<td>01/12/10</td>
</tr>
</tbody>
</table>

Presented to the Board of Trustees 2/17/10
SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Rate, Hours</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bender, Linda</td>
<td>Instructional Aide II</td>
<td>$12.81/hr (1)</td>
<td>01/11/10</td>
</tr>
<tr>
<td>Clare, Dennis</td>
<td>&quot;</td>
<td>$14.13/hr (3)</td>
<td>11/25/09</td>
</tr>
<tr>
<td>Crain, Diana</td>
<td>&quot;</td>
<td>$12.81/hr (1)</td>
<td>01/01/10</td>
</tr>
<tr>
<td>Yang, Tsung-Yu</td>
<td>&quot;</td>
<td>&quot;</td>
<td>02/01/10</td>
</tr>
<tr>
<td>Castillejos, Silvia</td>
<td>Program Facilitator</td>
<td>$13.79/hr</td>
<td>12/13/09</td>
</tr>
<tr>
<td>Traina, Theresa</td>
<td>Community Education Specialist</td>
<td>$29.15/hr</td>
<td>12/13/09</td>
</tr>
<tr>
<td>Fitzgerald, Barrett</td>
<td>Cont. Ed. Specialist (Business Tech.)</td>
<td>$50.52/hr</td>
<td>12/13/09</td>
</tr>
<tr>
<td>Gray, Robert</td>
<td>Cont. Ed. Specialist (Health Occ.)</td>
<td>$50.52/hr</td>
<td>01/15/10</td>
</tr>
<tr>
<td>Myer, Glen</td>
<td>&quot;</td>
<td>&quot;</td>
<td>01/11/10</td>
</tr>
<tr>
<td>Fitzgerald, Barrett</td>
<td>Project Specialist Technical</td>
<td>$75.00/hr</td>
<td>12/13/09</td>
</tr>
</tbody>
</table>

Level I
CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
January 25, 2010

PRESENT: Dr. Linda Lacy
Bill Farmer
Dr. Stephen Johnson
Dr. Jim Albanese
Lola Rizkallah
Debra Moore
Dean Mellas
Dr. Ted Stolze
David Fabish
Lynn Laughon
Schellary Thomas
Julie Mun

ABSENT: Richard Crother
Jody Lindsay

GUEST(s): Dr. Chris Myers

I. MEETING CALLED TO ORDER
Dr. Lacy called the meeting to order at 1:05PM.

II. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF
EMPLOYMENT OPPORTUNITIES
Mr. Farmer distributed the attached list for 2010-11 faculty hiring. He stated that each division submitted a prioritized list which was reviewed by all of the deans and discussed by the Executive Council. Dr. Lacy stated that this list was generated to prioritize the hiring of vacant faculty positions due to retirements and resignations. It is important to maintain our Faculty Obligation Number and comply with any related Accreditation requirements.

III. APPROVAL OF MINUTES – December 9, 2009
Mr. Farmer made a motion to approve the December 9 minutes; Ms. Rizkallah seconded the motion. The minutes were approved as presented.

IV. BOARD AGENDA – February 3, 2010
Dr. Lacy briefly reviewed the February 3 Board Agenda and invited the committee members to raise any questions and/or comments. Mr. Fabish requested additional information about an item for fee augmentations to improve the quality and quantity of services to students. Dr. Johnson answered that the proposed fee augmentations include raising the student parking permit fee from $30 to $35 for the fall and spring semesters and from $15 to $20 for summer sessions, and increasing the diploma replacement fee from $10 to $25. The increased revenue will reduce the support required by the General Fund helping avoid deficits and at the same time improving safety and services to students.

The committee members had no further questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES
Accreditation
Mr. Farmer distributed the attached minutes from the committee’s December 4 meeting. He stated that the committee has scheduled its meetings for the first Friday of each month beginning at 10:00AM and began work for the Follow-Up Report which must be submitted to the ACCJC by March 15. They discussed strategies to demonstrate the college’s
resolution of Recommendations 3 (Planning, Resource Allocation, and Evaluation) and 8 (Leadership: Empowerment, Innovation, Collaboration, and Decision-Making). The committee also discussed institutional priorities and measures of institutional effectiveness. Mr. Farmer added that a subcommittee was established to identify and assess measures of institutional effectiveness at the January 21 Planning and Budget Meeting.

Dr. Lacy thanked Mr. Farmer for his report.

**Facilities Planning**

Dr. Albanese distributed the attached draft minutes from the committee’s January 19 meeting. The committee members reviewed and voted to approve a plan submitted by the college’s architect for the student drop-off turnout on Alondra Boulevard between parking lots C-3 and C-4. The committee also discussed suggested names for the CLO #1 building and voted to approve naming CLO #1 the Physical Science and Technology Building.

Dr. Albanese made a motion to approve the Facilities Planning Committee’s recommendation for the Alondra Boulevard turnout; Mr. Farmer seconded the motion. The motion to approve the Alondra Boulevard turnout passed unanimously.

Dr. Albanese made a motion to approve the Facilities Planning Committee’s recommendation to name CLO #1 the Physical Science and Technology Building; Mr. Mellas seconded the motion. Dr. Stolze inquired why “Mathematics” is not included in the name if mathematics faculty offices and classes will be located in the building. Dr. Albanese stated that the Facilities Planning Committee members discussed this option and decided to maintain consistency by naming the building by its function. He added that signage will be displayed on the building to indicate where mathematics faculty offices are located. The motion to approve naming CLO #1 the Physical Science and Technology Building passed (10-1).

Dr. Lacy thanked Dr. Albanese for his report.

**Planning and Budget**

Dr. Albanese distributed the attached draft minutes from the committee’s January 21 meeting. During this meeting the committee reviewed and voted to endorse the finalized Educational Master Plan and viewed a PowerPoint presentation with information about the 2010-2011 budget. A recommendation was received to increase student parking permit fees and the diploma replacement fee. The diploma replacement fee increase has already been endorsed by the ASCC Senate and the student parking permit fee increase will be discussed at its January 27 meeting. The committee members voted to approve these two fee increases subject to the final action of the ASCC Senate.

Dr. Albanese made a motion to approve the Planning and Budget Committee’s recommendation to increase student parking permit fees and the diploma replacement fee subject to the final action of the ASCC Senate; Mr. Farmer seconded the motion. Ms. Laughon inquired how the increase in revenue will be allocated to improve the quality and quantity of services of students. Dr. Albanese responded that the increase will reduce the current support required by the General Fund to improve parking conditions and safety, which will in turn help avoid deficits in other areas such as class sections. The motion to approve the increase in student parking permit fees and the diploma replacement fee subject to the final action of the ASCC Senate passed unanimously.
Dr. Lacy thanked Dr. Albanese for his report.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE

ARCC Report
Dr. Chris Myers gave a PowerPoint presentation with data from the 2009 Accountability Reporting for the Community Colleges (ARCC) report. He provided a brief history of ARCC and discussed ARCC objectives, system-wide indicators and college-level indicators. This report was presented to the Board of Trustees at its January 20 meeting.

The committee members provided feedback and expressed that continuous efforts are needed campus-wide to promote student success.

Educational Master Plan
The draft Educational Master Plan was presented to the Coordinating Committee on December 7 and committee members were asked to share the information with their constituent groups and forward feedback to Dr. Chris Myers. The draft plan has been shared with all constituent groups and some recommended revisions to the plan have now been incorporated. Dr. Myers requested that the Coordinating Committee members review the finalized plan.

Mr. Farmer made a motion to approve the Educational Master Plan as presented; Dr. Johnson seconded the motion. The motion passed unanimously.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Mr. Farmer publicly thanked Dr. Albanese for his tremendous help and service during very difficult budget years. Dr. Lacy also thanked Dr. Albanese for work. Dr. Albanese stated that he has very much enjoyed serving Cerritos College.

David Fabish stated that the English department has been overwhelmed with student enrollment and that some class sections are over their enrollment capacity; he is anxious to hear if this will lead to a reduction in sections for the following semester. Dr. Lacy responded that the college has an efficient class schedule and that there are currently no plans to further reduce class sections for future semesters. However, if the college receives additional cuts to the budget we will need to work collaboratively to discuss options to address this setback.

IX. PRESIDENT’S REPORT

Dr. Lacy stated that she has met with Robert Riffle and Jerry Jones to discuss the improvement of college facilities. The college will be able to use G.O. Bond funds for these improvements. Each dean has identified a prioritized list of concerns by area; restroom conditions, graffiti and safety are the main issues of concern. Dr. Lacy will send a more detailed report campus-wide in a President’s Message later this week.

X. ADJOURNMENT
Meeting adjourned at 2:17PM.
Faculty Hiring for 2010-11

Here are the nine prioritized positions approved for hiring for 2010-11, as of January 25, 2010. Please begin the paperwork with Human Resources to begin the searches.

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Physical Therapist Assistant</td>
<td>permanent</td>
</tr>
<tr>
<td>2. Counselor #1</td>
<td>temporary one-year full-time</td>
</tr>
<tr>
<td>3. Nursing</td>
<td>permanent</td>
</tr>
<tr>
<td>4. Health/PE Men’s Basketball</td>
<td>permanent</td>
</tr>
<tr>
<td>5. Counselor #2</td>
<td>temporary one-year full-time</td>
</tr>
<tr>
<td>6. Psychology</td>
<td>temporary one-year full-time</td>
</tr>
<tr>
<td>7. Biology</td>
<td>permanent</td>
</tr>
<tr>
<td>8. Anatomy &amp; Physiology</td>
<td>temporary one-year full-time</td>
</tr>
<tr>
<td>9. English</td>
<td>temporary one-year full-time</td>
</tr>
</tbody>
</table>

Should other positions be approved for hiring, here is the remaining priority list as of January 25, 2010:

<table>
<thead>
<tr>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Athletic Director</td>
</tr>
<tr>
<td>11. History</td>
</tr>
<tr>
<td>12. Counselor #3</td>
</tr>
<tr>
<td>13. Speech</td>
</tr>
<tr>
<td>14. Culinary Arts</td>
</tr>
<tr>
<td>15. Biology #2</td>
</tr>
<tr>
<td>16. Art</td>
</tr>
<tr>
<td>17. Speech Language Pathologist Assistant</td>
</tr>
<tr>
<td>18. Earth Science</td>
</tr>
<tr>
<td>19. Math</td>
</tr>
<tr>
<td>20. Woodworking</td>
</tr>
<tr>
<td>21. Theater</td>
</tr>
<tr>
<td>22. Reading</td>
</tr>
</tbody>
</table>
Mr. Farmer welcomed the members and began the meeting at 10:10 a.m. Today’s agenda will cover three points:

- The March 15, 2010, report to the Commission
- Recommendations 3 and 8
- Institutional Priorities
- Measures of Institutional Effectiveness

A. Report to the Commission

The report must address recommendations in Recommendations 3 and 8.

Recommendation 3, Planning, Resource Allocation, and Evaluation reads as follows:

To meet the standards, the team recommends that the college make full use of the Office of Research and Planning to complete the development of a comprehensive planning and evaluation process that is guided by the college mission statement and integrates strategic, master, and operational planning; unit planning based on appropriate program review; and the allocation of institutional resources. Both the planning process and a delineation of responsibilities for the implementation of the process should be communicated clearly to the entire campus community.

The team further recommends that the college state its objectives in measurable terms in all its planning documents including the strategic plan and the unit plans, and the college integrate planning for human resources, facilities, technology, and finances into the college plan and use the results of this evaluation to improve human resource processes, facilities utilization, the effective use of technology, and the distribution of financial resources.

The District has drafted an Educational Master Plan that integrates strategic, master and operational planning. Goals have been developed and the task force is working on measurable objectives for these different goals. We still need to make more public the procedure that we use to hire new faculty. The District does not have an HR plan.
It was suggested that the District:

- Communicate the process for full-time and part-time faculty hiring
- Focus more on developing the Human Resources Plan
- Organize a Town Hall meeting to address issues before the visiting team arrives on campus

Recommendation 8, Leadership, Empowerment, Innovation, Collaboration, and Decision-Making, reads as follows:

In order to meet the standards, the team recommends that the college, through the leadership of the president, establish a climate of empowerment, innovation and collaboration resulting in a decision-making process that provides for a substantial voice for faculty and middle managers and meaningful input for students and staff in areas that reflect their responsibility. The team further recommends that processes for decision-making be regularly evaluated to assure their integrity and effectiveness.

Dr. Myers will re-administer the survey instrument that was used last year to evaluate the president’s communication with the constituent groups on campus in late January. It can be used to show consistency and sustainability with consistent feedback. It was noted that President Lacy now has a place on the Faculty Senate agenda and will be meeting regularly with the President of the Faculty Senate. The Managers’ Meetings are now inclusive of all managers. Other examples cited to demonstrate “a climate of empowerment, innovation and collaboration:”

The Title 5 grant
Student Success Plan
iFALCON
Regular meetings with CSEA president
Student involvement on hiring committees

B. Institutional Priorities

Institutional priorities were established by looking at the area plans. Some individuals felt that decisions were being made without institutional priorities. This misconception needs to be addressed. The Planning and Budget Committee has recommended that once resources are allocated, it will be made public and shared. Mr. Farmer will make available the capital outlay and priorities list that have been developed.
C. Measures of Institutional Effectiveness

Dr. Myers chairs the data user group that determines the types of data we need. Outcomes have not been identified for institutional effectiveness. Dr. Myers recommended that a committee on institutional effectiveness become a subcommittee of the Planning and Budget Committee.

The Committee on Accreditation is scheduled to meet again on Friday, January 8, 2010 in Mr. Farmer’s office. Mr. Farmer adjourned the meeting at noon.

WCF/jag
1. **CALL TO ORDER**
   Dr. Albanese called the meeting to order at 11:00 a.m.

2. **APPROVAL OF THE DECEMBER 15, 2009 MEETING SUMMARY**
   The minutes were approved as presented.

3. **CONSTRUCTION STATUS REPORT**
   Mr. Riffle reported that all construction projects are in the same status as last meeting, although the recent rains have caused construction delays.

   Dr. Mayfield asked if the Facilities Planning Committee would be getting involved in the Dean’s list of facilities repairs that were recently given to Dr. Lacy. Dr. Albanese replied that he believed that the list would eventually be brought forward to this committee. At this time, no list has been received. Mr. Riffle replied that Dr. Lacy has brought this to his attention. He also noted that the Facilities and Custodial Departments have undertaken a campus prioritization list and are going through buildings trying to update what they can.

   Dr. Albanese explained that he hopes the College takes a systems approach to dealing with the campus facilities issues. This brought up discussion regarding camera security systems on campus. Dr. Albanese noted that the cameras would need to be manned 24/7 and that it would be costly to the District. Mr. Ernest pointed out that the College could take a “7/11” approach and the recordings would be available to review, and the cameras would also be used as a deterrent. It was noted that while that is possible, it is still a cost issue to the District.
4. **ALONDRA BOULEVARD TURN-OUT PROGRESS REPORT**

Mr. Riffle reported that tBP/Architects and a survey firm are currently working on the details of the Alondra Boulevard turn-out. This turn-out would be an interim measure for the master plan and be a staging area for student drop-offs. He noted that it would be a couple of months before he would have anything further to share regarding the project.

Mr. Ernest noted that while he supported the original plan, after walking the area, he noticed that old growth trees would be removed for the project. He proposed that the survey team review the proposal closer and see if adjustments could be made to save the old growth trees. Mr. Riffle stated that he would not support a recommendation to place a road close to the Administration Building. Also, putting a parking lot on the other side of a road where people have to cross the traffic on the road would be a safety hazard. Mr. Ernest pointed out on a schematic he provided the committee that the turn-out would not be any closer than the access road indicated already on the Master Plan.

Dr. Mayfield moved that the Facilities Planning Committee accept the turn-out plan as it is currently drawn. Richard Crother seconded. The vote was Yes: 6/No: 3 Mr. Ernest requested clarification that the master plan is being modified and there was no longer going to be an access road near the corner of Alondra/Studebaker. Mr. Riffle replied that the master plan is just a place holder for buildings and/or campus access. Roads/parking and buildings can be changed as needed.

Mr. Kyllingstad inquired if an updated master plan was available. Mr. Riffle replied not at this time, that it could take a few months.

5. **BOND BUDGET (carry over from last meeting)**

There was no discussion on this topic.

6. **CLO #1 BUILDING NAME SUGGESTIONS**

Ilva Mariani stated that she had no new suggestions for the CLO #1 building name. Guests Steve Berklite and Carolyn Chambers, deans from Technology and SEM, respectively, spoke and gave the following suggestions.

Science/Technology Building  
Physical Science and Technology Building  
Physical Science/Technology and Mathematics Building

After discussion, Dr. Smith moved that CLO #1 be named the Physical Sciences and Technology Building. Tim Kyllingstad seconded. The vote was Yes 6:/No: 4. It was recommended that the name Mathematics show somewhere on the building.
7. **FUTURE AGENDA ITEMS**
   Dr. Smith requested that shade structures be added to future agenda items.

8. **NEXT MEETING – TBD**
   The next meeting is to be determined.

9. **OTHER ITEMS FROM THE FLOOR**
   Dr. Mayfield spoke to the issue of the problems she is having with students driving erratically in parking lot C-10. She noted that they are driving through the empty parking spaces to avoid speed bumps. Robert Riffle indicated that after speaking to the contractors regarding this issue, they indicated that it would be illegal to extend the speed bumps into the parking spaces to prevent students from avoiding the bumps.

   Steve Berklite brought forward to the committee his concern that the College is waiting longer than comfortable to make final decisions on Group 2 items (AV/Office/Classroom furniture.) He indicated that it appears to him that there doesn’t seem to be true urgency in making choices. He believes it would be more effective if more lead time were given for these items. Also, he asked how the division offices are going to be laid out in the new CLO #1 Building. Dr. Albanese replied that these questions are user group questions, and that this committee does not have any part in those decisions. Mr. Riffle also responded that the Group 2 items are a purchasing function.

   Mr. Ernest added that the CLO #1 user group was presented with a series of classroom furniture options, not office furniture. He believes that the user group needs to be reconvened to discuss the furniture options. He also added that before the College adopts the furniture the Social Sciences building is trying out, we should be looking at the furniture and see its pros and cons before just adopting it outright.

   The discussion was brought to a close and Mr. Riffle will try to get a CLO #1 User Group meeting scheduled.

10. **ADJOURNMENT**
    The meeting adjourned at 12:05 p.m.
CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
JANUARY 21, 2010

Present: Dr. Jim Albanese  Dr. Solomon Namala
Bill Farmer  Wes Nance
Dr. Stephen Johnson  Francie Quaas-Berryman
Dr. Renee DeLong Chomiak  Jeanine Prindle
Lee Krichmar  Dr. Nick Real
Jenine Nolan  Linda Kaufman
Dr. Dan Smith  Lynn Laughon
Debra Moore  David Ward
Dr. Chris Myers  Schellary Thomas
Mark Fronke

Absent: Isaac Adako

Guests:

1. CALL TO ORDER
Dr. Albanese called the meeting to order at 2:00 p.m.

2. APPROVAL OF MINUTES - December 3, 2009
It was moved by Dr. DeLong Chomiak to approve the minutes of December 3, 2009. Mr. Farmer seconded the motion. The minutes were approved as presented.

3. EDUCATIONAL MASTER PLAN
Dr. Myers reminded the committee that the Educational Master Plan Task Force gathered input from various constituency groups and with this input minor modifications were made to the Educational Master Plan. Dr. Myers asked the committee for their endorsement of the finalized educational master plan. Mr. Farmer moved that the Planning and Budget Committee endorse the Educational Master Plan. Dr. Smith seconded the motion. The motion was passed unanimously.

4. INSTITUTIONAL EFFECTIVENESS ASSESSMENT
Mr. Farmer and Dr. Myers explained that the college is in the process figuring out what we should adopt as indicators of institutional effectiveness. The college does not have an institutional effectiveness plan and specific institutional effectiveness outcomes that are reviewed on a regular basis as ways to assess the college. Dr. Myers proposed that the Planning and Budget Committee consider establishing a sub-committee to determine what kind of institutional effectiveness outcomes we should have as an institution and how we would go about assessing those. The committee had no objections with the formation of a sub-committee. The following committee members volunteered: Bill Farmer, Francie Quaas-Berryman, Deb Moore, and Chris
Myers. The sub-committee will give an update report at a future planning and budget meeting.

Dr. Albanese noted that division plans are available for review on Planning Plus and area plans will be available for review in February. The Business Services area plan is available for review now. He stated that in March the committee needs to begin working on budget priorities for next year 2011-12.

5. **BUDGET UPDATE**

A PowerPoint presentation with 2010-11 Budget information was given by Dr. Albanese. He stated that the presentation would highlight the governor’s budget, the revised budget for the college and marginal analysis for 2010-11, the options and a full six month cost comparison. Also included in the handouts was the five month salary comparison. After the presentation a few committee member had brief clarification questions. A brief discussion ensued regarding unfunded FTES and it was noted that the college currently has 1200 unfunded FTES. Although the college has made significant cuts to class offerings, it is not enough. Mr. Farmer stated that he is currently reviewing reducing course offerings in 2nd summer session. The college cannot afford to have 1200 or more unfunded FTES.

Deb Moore commented that faculty are receiving mixed messages regarding class size. They have been asked to add students, but it appears that adding students could affect the course offerings for the next semester. She stressed that there needs to be a clear message to faculty regarding class sizes.

Dr. Johnson commented regarding the categorical programs. The total reduction in one year to DSPS is approximately $900,000. Although DSPS will need assistance from the general fund, the fact that they have managed a large portion of reduction should be applauded.

Dr. DeLong Chomiak commended the categorical managers for their diligent work during this difficult budget time. With the large cuts they have been asked to make they will be making their future budget decisions based on their current allocations, as to not impact the college general fund as much.

6. **FEE AUGMENTATION**

Dr. Albanese reported that the fee task group has met and is recommending an increase in both student parking fees and the diploma replacement fee. The increase to the parking fee would be $5.00, from $30.00 to $35.00. The increase to the diploma replacement fee would be $15.00, from $10.00 to $25.00. The diploma replacement fee is to cover the actual cost of the outside company who prints the duplicate diploma. Dr. Albanese stated that the Student Senate has endorsed the increase to the diploma replacement fee. The parking increase will go before the Student Senate on Tuesday, January 26th.
Dr. Albanese requested that the committee consider approving these two increases subject to the final action of the student senate. This does not mean we may not go forward if student senate defeats it. Dr. Smith moved the request, Dr. DeLong Chomiak seconded. The motion passed unanimously.

Dr. Albanese added that the Alondra student drop-off is moving forward.

7. **ITEMS FROM THE FLOOR**
   Mr. Farmer publicly thanked and expressed his deep appreciation to Dr. Albanese for his service to Cerritos College. He has done an excellent job keeping the College solvent in a difficult period of time.

8. **NEXT MEETING – FEBRUARY 18, 2010**
The next meeting is scheduled for February 18, 2010.

9. **ADJOURNMENT**
The meeting was adjourned at 3:10 p.m.
CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
February 1, 2010

PRESENT: Dr. Linda Lacy
Bill Farmer
Dr. Stephen Johnson
Lola Rizkallah
Debra Moore
Dean Mellas
Dr. Ted Stolze
David Fabish
Lynn Laughon
Schellary Thomas
Jody Lindsay
Julie Mun

ABSENT: Richard Crother

GUEST(s): Omar Anderson
Carl Bengston
M.L. Bettino
Rich Cameron
Pam Chambers
Danita Kurtz

I. MEETING CALLED TO ORDER
Dr. Lacy called the meeting to order at 1:03PM.

II. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

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<tr>
<th>Position</th>
<th>Closing Date</th>
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</thead>
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<tr>
<td>Physical Education or Health/Head Men’s Basketball Coach</td>
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<tr>
<td>Nursing Instructor</td>
<td>3/16/10</td>
</tr>
<tr>
<td>Physical Therapist Assistant Instructor</td>
<td>3/16/10</td>
</tr>
</tbody>
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III. APPROVAL OF MINUTES – January 25, 2010
Mr. Farmer made a motion to approve the January 25 minutes; Mr. Mellas seconded the motion. The minutes were approved as presented. Ms. Lindsay abstained.

IV. BOARD AGENDA – February 3, 2010
Distance Education
Mr. Bengston and Mr. Bettino provided an overview of distance education including information about the DE marketplace, average DE student statistics, DE in community colleges, the Title 5 definition and requirements, modes of delivery, and a comparison of DE FTES at Cerritos College vs. historical peers. He also discussed DE at Cerritos College including the FTES growth from the 2003-2008 Fall semesters as well as student success and retention rates for DE courses in comparison to the same rates for all college courses. Future expectations for DE at Cerritos College include continued growth, an increase in the number of DE courses/sections, increased faculty training and certification, online tutoring for DE students, more data analysis, and a marketing plan to target DE students.

It was noted that the success and retention rates for DE courses were considerably lower than the same rates for all college courses. Mr. Bengston stated that many students assume that DE courses are easier than traditional in-class courses, which is not the case. DE courses require students to manage their time more wisely and study more independently than a same course which is offered in a classroom. Ms. Lindsay inquired whether there is a
student orientation available specifically for DE students and Mr. Bengston replied that the orientation is accessible online and also at the Academic Support Center.

Dr. Lacy stated that DE should be included in the Student Success Plan as the trends indicate that the number DE courses and students will continue to increase. Mr. Farmer suggested that the Senate Committee on Technology-Based Learning may need to work with the Research and Planning Office to review additional data regarding DE students and their success/retention rates to identify ways to improve these statistics.

This information will be presented to the Board at the February 3 Board Meeting. The committee members thanked Mr. Bengston and Mr. Bettino for their presentation.

Enrollment Update
Mr. Farmer provided a comparison of enrollment data from the 2004-2005 through 2009-2010 academic years. The college has worked diligently to carefully cut sections in response to reductions in the budget while addressing the surge of student enrollment. Although the Governor initially proposed funding for growth to community colleges, the final budget called for a 3.9% cut. Mr. Farmer noted that the college’s 2009-2010 funded target for enrollment was reduced to 16,700 by the state in August, which was very late and after the start of the Fall 2009 semester. The college will have approximately 1,400 FTES (including 874.4 FTES carried over from 2008-2009) over the funded target when the academic year ends in June 2010.

The college has adjusted to the reduction by building a more efficient class schedule and has planned for the 2010-2011 academic year with an expected funded target of 16,700 FTES. Although there is hope for additional funding for growth in 2010-2011, it is not expected.

Mr. Fabish shared his concern that there are some class sections that are currently over-enrolled and inquired if this may lead to additional reductions in class sections for future semesters. Dr. Lacy responded that we now have more information to allow us to plan more efficiently for 2010-2011. The targeted number of class sections for Summer 2010, Fall 2010 and Spring 2011 has been calculated using an average formula of 30 students per section which equates to 3.2 FTES. Unless the state reduces the allocation further, additional major cuts are not foreseen. Dr. Lacy added that every class section is subject to cancellation for low enrollment. Although there may be some additional cuts to the class schedule, it will be nowhere near the cuts made this past year. Over-enrollment in current class sections will not increase costs to the college or directly cause additional cuts to future class schedules. Faculty must use their judgment when adding students to classes that are already at full capacity as some students will drop before the census date, but also be careful not to add too many students.

This information will be presented to the Board at the February 3 Board Meeting. The committee members thanked Mr. Farmer for his presentation.

V. ITEMS FROM INSTITUTIONAL COMMITTEES – None

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Curriculum
Mr. Cameron stated that the committee began work in Fall 2009 to reduce paper waste by using electronic outlines and documents; however, many committee members have
requested that they revert to the paper system due to user difficulties. The electronic
documents will continue to be posted on TalonNet. They are also working on developing
an electronic database for all course outlines and exploring options to electronically submit
data to the Chancellor’s Office by using a system such as CurricUNET. The majority of
California community colleges utilize CurricUNET to automate the entire process of
submitting course and program proposals via a Web browser. Ms. Chambers is currently
training to participate in a hybrid version of this system.

The committee is also working with the Instructional Program Review Committee to
develop procedures to identify inactive courses. Mr. Cameron stated that the Curriculum
Committee has lost many key members and that they are having trouble recruiting
replacements; during the Fall semester the committee was forced to cancel two meetings due
to the lack of a quorum. The Coordinating Committee members were asked to work with
their constituent groups to appoint representatives.

Dr. Lacy thanked Mr. Cameron for his report.

VII. STATUS OF SHARED GOVERNANCE

Administrative Procedure 5055 – Enrollment Priorities and Limitations

Dr. Johnson stated that this procedure has been revised to include a section for mandatory
enrollment requirement students who are in compliance with program requirements and
must maintain full-time status, with completion time requirements, in order to remain in
college programs and/or who are in grant-funded programs with enrollment priority
requirements. Ms. Kurtz stated that international students must be enrolled in a minimum
of 12 units per semester in order to continue their education. Some of these students are
forced to enroll concurrently in other community colleges in order to meet this requirement
since they do not have enrollment priority. There was consensus among the committee
members to support this revision to AP 5055.

Mr. Mellas stated that this administrative procedure does not include language stating that
students who provide supportive services to DSPS students are also given enrollment
priority. Dr. Johnson stated that he would work on developing language to address this
item. The committee recommended no further revisions to the procedure.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Dr. Johnson stated that the ASCC Senate voted to approve the increase in student parking
permit and diploma replacement fees at its January 27 meeting.

IX. PRESIDENT’S REPORT

Dr. Lacy stated that she will be attending the ACCT Legislative Conference in Washington,
DC next week to meet with legislators and seek opportunities for outside funding to help
alleviate cuts to the college budget.

X. ADJOURNMENT

Meeting adjourned at 2:42PM.
TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
PREPARED BY: Lola Rizkallah, Director of Fiscal Services
DATE: February 17, 2010

RECOMMENDATION

This item is presented for information only.

OVERVIEW

The ASCC Financial Report for the period ending December 31, 2009 is included in this Board Report.

ANALYSIS

Page 1 is the Combined Balance Sheet listing all Associated Students, Clubs & Trust, and Scholarships & Loan Fund account balances.

Page 2 is the Combined Statement of Revenues, Expenditures and changes in fund balance for budget and actual revenues and expenditures.

Page 3 is the Budget Summary graphic depiction of actual revenues and expenditures.

Sources of income are the college services fee (CCSA), commissions from the Bookstore, vending machines, electronic games, and the Food Court vendors, Fine Arts (Theatre), Athletics (Football and Basketball commissions), Student Activities, and interest income.

2009-10 revenue was budgeted at $856,900; income received (including receivable and due from other funds) is $424,737 as of December 31, 2009.

2009-10 expenditures were budgeted at $856,900; amounts actually expended were $299,078 as of December 31, 2009. Funds for disbursement are budgeted to support a variety of activities.

FINANCIAL IMPLICATIONS:

As presented above.

Attachments
### ASSOCIATED STUDENTS-CERRITOS COLLEGE

#### ACTUALS SUMMARY

**DECEMBER 31, 2009**

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<td><strong>TOTAL EXPENDITURES</strong></td>
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#### Graphs

- **TOTAL REVENUES**
  - COLLEGE SVC FEE: 32%
  - STUDENT STORE: 23%
  - COMMISSIONS: 18%
  - FINE ARTS/ATHLETICS: 11%
  - OTHER: 3%

- **TOTAL EXPENDITURES**
  - STUDENT GOVERNMENT: 40%
  - INSTRUCTIONAL: 31%
  - SPECIAL OPERATIONS: 8%
  - ATHLETICS: 18%
  - SERVICES: 3%
TO: Board of Trustees
FROM: Dr. Linda L. Lacy, President/Superintendent
PREPARED BY: William C. Farmer Jr., Vice President of Academic Affairs
DATE: February 17, 2010
SUBJECT: Consideration of Approval of Educational Master Plan

RECOMMENDATION

It is recommended that the Board of Trustees approve the Cerritos College Educational Master Plan 2010-16.

OVERVIEW

The Educational Master Plan is a comprehensive, college-wide plan that will drive all other College planning. It replaces the College’s Strategic Plan 2005-2008 as the primary planning document.

ANALYSIS

In July 2009, an Educational Master Plan Task Force was convened to begin development of the new plan. The task force surveyed Cerritos College students, employees and community members to assist in the development of long-term goals. A draft was completed and distributed widely on campus, followed by constituent group presentations and revisions to the draft based on feedback received from individuals and groups. The task force then asked all constituent groups to approve the final draft of the plan and all did. Now the task force requests Board of Trustees approval.

FINANCIAL IMPLICATIONS

There is no cost to the College in adopting the plan.